

**CONFIDENTIAL**

5 APR 1980

**MEMORANDUM FOR:** Chief, Procurement Division, OL  
 Attn: C/Covert Procurement Staff  
 Chief, Real Estate and Construction Division, OL  
 Attn: C/Real Estate Branch  
 Chief, Procurement Management Staff, OL

25X1 **FROM:**

Chief, Plans and Programs Staff, OL

**SUBJECT:**

Quarterly Reporting of Vehicle Mileage and  
 Fuel Consumption

**REFERENCE:**

Presidential Directive to Heads of Exec.  
 Depts. and Agencies, dtd 1 Feb 80, subj:  
 Required Reduction in Usage of Federal  
 Motor Vehicles (OL 0 0624)

1. Executive Departments and Agencies were directed by Executive Order to reduce the use of automobile fuels by 10 percent for the 12 month period beginning April 1, 1979, as compared with the previous 12 months. Because progress has been disappointing overall, the referent Executive Order has directed that all federal departments and agencies meet or exceed the 10 percent reduction during the months of February and March 1980, as compared to mileage traveled the same period in 1979. This order presently applies to all government-owned and - leased vehicles.

2. To gather and compile the data necessary to effectively monitor, measure and report the Agency's efforts and overall performance in conserving fuel in compliance with these Presidential Directives, it is requested that the following information on all Agency-owned and - leased vehicles within your component be provided to the Plans and Programs Staff/OL on a quarterly basis beginning with the quarter ending 30 June 1980.

25X1 **WARNING NOTICE**  
**INTELLIGENCE SOURCES**  
**AND METHODS INVOLVED**

OL 0 1711

**CONFIDENTIAL**

SUBJECT: Quarterly Reporting of Vehicle Mileage and Fuel Consumption

a. Types of Vehicles and Total Miles Driven:

(1) Identify the number and type of assigned and leased vehicles. Provide the total miles driven by these vehicles. Report separately for gasoline and diesel fuel. ☐

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b. Fuel Consumption:

(1) Provide the total amount of gallons of gasoline and diesel fuel dispensed from Agency pumps (if applicable). ☐

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(2) Provide the total dollar cost and the number of gallons of fuel reimbursed from imprest funds. ☐

(3) Provide the total dollar cost and the number of gallons of fuel purchased elsewhere via credit cards. ☐

(4) Provide the total amount of gallons received from General Services Administration Motor Pools. ☐

3. In keeping with the spirit and intent of the Presidential directive, each component with officially assigned or leased vehicles is urged to make every effort to reduce mileage by a minimum of 10 percent. In addition, all components are encouraged to maximize the reliance on public transportation and shuttle buses. ☐

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4. For your convenience, and to standardize reporting, a recommended format is attached. The guidelines and format have been structured in a way that allows components to express their analytic data in as consistent a way as possible. Please contact ☐ Plans and Programs Staff, OI, ☐ on suggestions to simplify or improve these reporting procedures or for additional information. ☐

STAT

cc: C/RECD  
C/PMS

**CONFIDENTIAL**

February 1, 1980

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Required Reduction in Usage of Federal Motor Vehicles

In my State of the Union address, I emphasized that we now have a clear, comprehensive energy policy for the United States. Essential to implementing this policy is an aggressive energy conservation strategy that will reduce our dependence on foreign oil now. 1980 will be a year of energy conservation for America. In consultation with the Governors, we will set gasoline conservation goals for each of the fifty states. They are being asked to sacrifice. Cities are being asked to sacrifice. Federal agencies must do no less.

In an April 10, 1979, memorandum, I directed all Departments and agencies to reduce the use of automotive fuels by 10 percent for the twelve month period beginning April 1, 1979, as compared with the previous twelve months. During the first six months of this program, most Departments and agencies fell short of that goal.

Because progress has been disappointing overall, I must ask all Departments and agencies to make extraordinary efforts to meet or exceed the 10 percent goal during the last quarter of this reporting year (January-March, 1980). In addition, I am taking action to ensure that all Departments and agencies curtail gasoline consumption adequately during the remaining two months of this quarter.

I direct that all Federal departments and agencies, except the United States Postal Service, reduce the mileage travelled by government-owned and leased vehicles by 10 percent during the months of February and March, 1980, as compared to mileage travelled during the same period in 1979. This order applies to all commercially-designed motor vehicles which consume gasoline.

Agencies shall ensure that public transportation is used to the maximum extent possible and that other substitute methods of transportation are not used to circumvent the purpose of this directive. Agencies determining that this directive severely jeopardizes essential missions and agencies that need assistance in establishing their baseline mileage figures should contact the Administrator of the General Services Administration.

ENCLOSURE 1

Along with your regular report to the Department of Energy  
at the end of the current quarter, you should include a  
special report on mileage travelled during the months of  
February and March, 1980, compared to the same period last  
year.

*Jimmy Carter*

1. Reduce by 15 percent the number of miles traveled during the months of February and March 1980, as compared with miles traveled during the same period last year. This applies to Interagency Motor Pool System (IMPS) vehicles assigned or dispatched to General Services Administration (GSA) activities.
2. Prohibit the use of privately owned vehicles as a substitute method of transportation. Public transportation should be relied upon to the maximum extent possible.
3. Notify all drivers of IMPS vehicles to inflate tires to the maximum level recommended by the tire manufacturer.
4. Replace conventional radials with P-metric radials when replacement tires become necessary.
5. Ensure tuneups are performed when required. Review motor pool files for overdue inspections and advise agencies. Inform agencies that when an inspection becomes unreasonably overdue the vehicle assignment may be terminated.
6. Check wheel alignment during preventive maintenance inspections. Ensure alignments are performed in accordance with the manufacturers' recommended maintenance schedules.
7. Increase emphasis on 55 miles-per-hour speed limit for all Federal vehicles.
8. Consolidate dispatch travel requests to provide one vehicle to serve several users' needs.
9. Cancel all current home/work GSA vehicle authorizations. Reinstate on case-by-case basis, when warranted.
10. Affix a sticker to sun visor which outlines major fuel efficient driving habits.
11. Pursue driver training:
  - a. Require regional representation at the Department of Energy's Driver Energy Conservation Awareness Training (DECAT) program.
  - b. Attendees will serve as regional instructors to train regional/motor pool and other Federal agency personnel.
  - c. Install energy consumption monitoring instrumentation on one IMPS vehicle at each motor pool for training.
12. Maximize the use of gasohol in GSA-owned and operated vehicles where and when available.

ENCLOSURE 2